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| Role: | Head of the Examinations Unit |
| Reports to: | Director, Supervision |
| Grade: | 8 (£60,000 - £100,000) |
| Hours: | 37 per week |
| Purpose of the role: | To lead the Supervision Examination Unit (SEU) and the Financial Crimes Examination Unit (FCEU). Ensuring the Jersey Financial Services Commission (JFSC) is able to effectively demonstrate achievement of its objectives and adherence to the Guiding Principles, whilst maintaining Jersey's reputation as a respected International Finance Centre. |

Key deliverables and accountabilities:

- › Overall responsibility and accountability for SEU and FCEU
- › Leads and supports the Senior Managers and examination teams in complex on-site examinations
- › Ensures that all examinations are planned and conducted in line with the agreed unit methodologies
- › Ensures relevant stakeholders are kept adequately informed throughout the examination process
- › Ensures that all activities are executed and linked with Service Level Agreements, which are monitored against SMART KPI's for quality, timeliness and efficiency
- › Builds and maintain strong relationships with other units across Supervision and elsewhere across the JFSC to ensure appropriate execution of regulatory responsibilities
- › Leads, develops and coaches staff in line with the Performance Management Framework, ensuring each member of the team has a role profile in place and training path to demonstrate competence
- › Uses data to demonstrate the JFSC is achieving its objectives and the Guiding Principles
- › Proactively supports the JFSC in providing industry engagement
- › Positively contributes to improving industry standards by sharing good practices and drafting guidance
- › Ensures all processes are clearly mapped, documented, maintained and adhered too
- › Ensures data integrity is of the highest standard with team members being held accountable
- › Be an active member of the Supervision leadership team with the responsibility to drive change and lead wider strategic initiatives as required
- › Ensures CRM is used as the proprietary database to plan, conduct and record examinations, and act as a champion for its integration across Supervision
- › Ensures that a complete handover of issues for remediation is given to Supervisors, in line with the agreed standards
- › Builds and maintain solid working relationship with relevant external agencies
- › Ensures further escalation is completed in a timely manner to other JFSC divisions or external agencies as required
- › Shares knowledge, experience and expertise to aid continuous improvement and development of team members
- › Positively contributes to the on-going development of SEU and FCEU

- › Proactively contributes to the JFSC's projects.

Critical competencies:

- › Achieving Excellent (Strategic)
- › Communicating Effectively (Advanced)
- › Demonstrates Expertise (Strategic)
- › Leadership (Advanced)
- › Teamwork (Strategic)
- › Judgement & Decision Making (Advanced)
- › Coaching and Mentoring (Advanced).

Knowledge and experience:

- › A well-developed understanding of the Jersey and International regulatory standards
- › In-depth knowledge of relevant financial services and products
- › Educated to degree level and relevant professional qualifications is desirable
- › A proven track record of delivering results through team working
- › Highly development management and leadership skills
- › Excellent coaching and mentoring skills
- › Exceptional communication and interpersonal skills
- › A proven track record of delivering against challenging objectives
- › A clear understanding of risks posed to the financial services sector and how these can be mitigated and monitored
- › A good understanding of risk and audit processes would be advantageous
- › Confident in public speaking.

Other significant role requirements:

- › Self-motivated and ambassador of change
- › Strong communication and stakeholder management skills
- › High level of drive, energy and personal commitment to delivering success.